

**From:** Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>  
**Sent:** Thursday, February 14, 2019 9:11 AM  
**To:** ACT Test Coordinators, High School Principals, and DACs  
**Subject:** WI Statewide ACT Assessments Update - Feb 14

Dear educators,

The initial test dates for statewide ACT and WorkKeys are next week, Feb 20 and 21. Thank you for your work preparing to administer these assessments. Our contact information is at the bottom of this email if you need assistance.

A few important reminders as we approach the initial test dates:

- Review the [Emergency and Inclement Weather Plan for ACT](#) and the [Emergency and Inclement Weather Plan for WorkKeys](#) prior to the initial test dates.
- February standard time test booklets are valid *only* for the February test dates. These materials cannot be held in schools and must be returned to ACT on the prearranged FedEx pick up on Feb 22.
- ALL accommodations, even those administered in one day on Feb 20, require the use of accommodated materials. Use of incorrect materials is likely to result in an invalidated score due to misadministration.
- Students with different timing codes *cannot* test together in the same room.
- If there are students who are absent on the initial test day, order materials for them to test on the Makeup or Emergency test date. Ordering dates and deadlines are in the [Schedule of Events](#).

### Confidentiality Forms for ACT - **Due Today, February 14**

- Each year, all district and school staff members who have access to the test or reports (providing accommodations, setting up tests etc.) must sign confidentiality forms.
- This applies to CESA staff who have access to any testing materials or data.
- All forms can be found on DPI's [ACT Test Security Webpage](#).
- Email completed **DAC** forms to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov).
- Retain all other completed forms at the school or district.

### ACT Accommodations Late Consideration – **Deadline Tomorrow, February 15**

[Late consideration](#) of accommodations will be permitted through February 15 **only** for students who: (1) transfer to your school after January 11 (2) are newly classified as grade 11 after January 11, (3) have a sudden onset of a medical emergency after January 11, or (4) have been newly evaluated and diagnosed with a disability and started on new accommodations after January 11. *You must include a completed Late Consideration Form with your request.*

### Testing Timeline

See the [Schedule of Events](#) for entire timeline.

<b>Feb 14</b>	Deadline for DACs to complete and submit ACT confidentiality agreements to <a href="mailto:osamail@dpi.wi.gov">osamail@dpi.wi.gov</a> . Deadline for school and district staff to complete ACT confidentiality agreements and submit to their DAC.
<b>Feb 15</b>	Deadline to request ACT- approved accommodations for students eligible for Late Consideration (newly enrolled, newly identified disabilities, or sudden onset of medical conditions only).
<b>Feb 19</b>	Deadline to hold a pre-test session for students to complete the non-test information on the ACT answer document. Deadline to train room supervisors and proctors and prepare rooms and materials.
<b>Feb 20</b>	Initial ACT with writing test date.
<b>Feb 21</b>	Initial WorkKeys test date. (The pre-test session may be held before or on test day.)

<b>Feb 20 - Mar 6</b>	ACT accommodations testing window. (Notes: Remember that ALL accommodations, even those administered on Feb 20, require the use of accommodated materials. Students with different timing codes <i>cannot</i> test together in the same room.)
<b>Feb 21 - Mar 5</b>	WorkKeys accommodations testing window.
<b>Feb 20 - 21</b>	Ordering window for makeup test day materials for students who were not present on the initial test dates. Place all orders online in PANext except for ACT accommodated materials; for these, call ACT.
<b>Feb 22</b>	Prearranged FedEx pick up for return of standard time ACT & WorkKeys test materials.
<b>Feb 27</b>	Deadline for ACT and WorkKeys initial test date, standard time materials to be received at ACT. Late-arriving documents will not be scored.
<b>Mar 8</b>	Prearranged FedEx pick up for return of accommodations ACT & WorkKeys test materials.
<b>Mar 13</b>	Deadline for ACT and WorkKeys accommodations materials to be received at ACT. Late-arriving documents will not be scored.

-----

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

#### **ACT Help Desk**

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; [actaccoms@act.org](mailto:actaccoms@act.org)

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

#### **General Information and Policies**

Jennifer Bell

608-267-7268

[jennifer.bell@dpi.wi.gov](mailto:jennifer.bell@dpi.wi.gov)

<https://dpi.wi.gov/assessment/act>

#### **Student Data**

Phil Cranley

608-266-9798

[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

#### **Choice Program and Test Security Issues**

Duane Dorn

608-267-1069

[duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov)

*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*